



USAID
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USAID/West Africa is looking for a Ghanaian National for the position of **Program Coordinating Specialist**. This position is located in the USAID/WA Program Office. The incumbent reports to the Supervisory Program Officer and provides advice in all aspects of program operations and performs consultative, advisory, monitoring, and information gathering functions of a broad scope and complexity. The incumbent assists the Supervisory Program Officer and Program Office in maintaining relationships and representing USAID/WA with senior USAID officials in the Mission, the USAID Africa Bureau (AFR/WA and AFR/DP), Economic Community of West Africa States (ECOWAS), and non-governmental organizations on budget and programmatic issues.

(Please contact acpersonnel@usaid.gov or <http://www.usaid.gov/westafrica/employment/index.htm> for a detailed job description)

Education & Prior Work Experience: A minimum of a bachelor's degree in development studies, economics, social science, business or public administration and five years of progressively responsible experience in program-related work is required.

Skills and abilities: Ability to analyze programming issues and to develop a way to solve them, good interpersonal skills, including ability to work as part of a team, build consensus, provide leadership, and coordinate effectively with internal and external stakeholders in a multi-cultural setting is required.

Salary Range: GH¢ 18,170 – 36,864 per annum (depending on qualification and experience)

This is a Career Ladder position starting at Grade FSN 11 (GH¢ 18,170 – 27,260) with possible progression through Grade FSN 12 (24,574 – 36,864) contingent upon the incumbent achieving the required qualifications for the higher grade and satisfactory performance.

Selection Criteria

Management will consider nepotism/conflict of interest, budget and residence status in determining successful candidacy. Current employees serving a probationary period are not eligible to apply.

Interested individuals should submit covering letter and curriculum vitae with referees to:
(Previous Applicants need not apply)

PROGRAM COORDINATING SPECIALIST

USAID/West Africa

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: acpersonnel@usaid.gov

CLOSING DATE: October 13, 2009

(Please note that only short-listed applicants will be contacted)